

## **Sustainable and Ethical Procurement Policy**

Date approved: 11 September 2015  
Approved by: SMT  
Review date: August 2018  
Responsible Manager (s): Procurement Manager and Director of Estates  
Executive Lead: Vice Principal Finance and Planning

Applicable to Learners: Yes  
Accessible to Learners: Yes  
Accessible to general public:  
(including clients) Yes

### **Consultation**

Consultation undertaken with:

- Management Forum NA
- AMT NA
- CMT NA
- Learners SU Environmental Officer Jun-Aug 2015
- Employee representatives NA
- Other E&S Committee Date: 16/06/15

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### **1.0 Scope**

This policy is applicable to all College staff and Student Union members making procurement decisions. College suppliers will be required to demonstrate the adoption of sustainable and ethical procurement practices when providing goods or services on behalf of the College.

### **2.0 Policy Statement**

The College will, whilst balancing costs and value for money, promote and embed sustainable and ethical procurement practices throughout each area of the procurement process and will:

- Create a whole College approach to sustainable and ethical procurement.
- Communicate the policy to all staff, suppliers and partners.
- Train staff to understand where and how to implement sustainable and ethical procurement.
- Comply with all UK and EU statutory procurement regulations and legislation.
- Ensure the procurement staff are qualified in Ethical Procurement as prescribed by the chartered institute of Procurement and Supply.
- Evaluate all tenders to take into account the environmental and/or social impacts of a particular product or service over its whole-life cycle, and apply supplier sustainability performance assessment criteria and weightings within the selection process to include locally sourced product criteria and the supplier footprint.
- Select products and services having taken into account their impact on the depletion of natural resources and biodiversity.
- Ensure building refurbishments and capital projects are designed to reflect the best available use of resources, recyclability of waste and minimisation of energy utilisation.
- Purchase energy efficient electrical equipment.

- Consider the life cycle analysis of product, to include durability and future capacity to upgrade and repair, prior to purchase.
- Consider the environmental performance of products and suppliers.
- Consider the use of recycled products and the recyclability of products after use.
- Consider poverty aware procurement.
- Ensure the sustainability of catering procurement by encouraging the selection of seasonal and ethically sourced products.
- Minimise the number of deliveries made to site by suppliers to reduce food miles.
- Encourage suppliers to reduce packaging.
- Consider greenhouse gas emissions through the careful selection of products and services procured.

### **3.0 Accountability**

The Procurement Manager is responsible for the implementation and staff training of sustainable procurement practices across the College.

### **4.0 Learner Involvement**

Students from the Students' Union involved with procurement should understand the importance of sustainable and ethical procurement and purchase items for the College in accordance with this policy.

### **5.0 Linked Policies**

Environmental and Sustainability Policy and Procurement Policy

### **6.0 Linked Procedures**

Purchasing and tendering procedures

### **7.0 Equality Impact Assessment attached**

<p>Title of Activity: <b>Sustainable and Ethical Procurement Policy</b></p> <p>Author and Date: <b>Pam Reynolds</b> <b>July 2015</b></p>	<p>New/<u>Revision</u> (Underline as appropriate)</p> <p>Expected Implementation Date: <b>August 2015</b></p> <p>What is the review date? <b>2018</b></p>
<p><b>Equality and Diversity.</b></p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>The policy aims to benefit and improve the Equality and Diversity of procurement.</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>N/A</p>
<p><b>Health and Safety:</b></p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>N/A</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p>The policy aims to benefit and improve the sustainability and ethics of procurement.</p>
<p><b>Evidence:</b></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	<p>The policy has no negative impacts on the College's staff and students, and seeks to benefit the College and local and global community in terms of procurement.</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p>Low</p>